

**Appendix A 118th AWOL Abatement SOP**  
**AWOL Letter**

**DEPARTMENT OF THE ARMY**  
California Army National Guard  
118<sup>th</sup> Maintenance Company (DS)  
8010 South Airport Way  
Stockton, CA 95206-3999

CAMB-MC8-CR

(Date)

MEMORANDUM FOR

SUBJECT: Letter of Instruction--Unexcused Absence

1. Attendance records of this unit show that you were absent without permission from the scheduled multiple unit training assembly (MUTA) on\_\_\_\_\_.
2. Under the provisions of AR 135-91, you are required to attend all scheduled unit training assemblies and annual training periods. In addition, you are required to participate in a satisfactory manner in regard to proper military appearance and performance of assigned duties.
3. Unless you are authorized alternate training, you will have accrued \_\_\_ unexcused absences within the last 12 months.
4. If there are circumstances that have prevented your attendance, please inform me so I can be of assistance to resolve the problem. You must contact the unit by telephone at (209) 983-5370 / 5371 within three days of receipt of this letter to determine if alternate training dates would be appropriate in your case. Failure to complete the alternate training, if authorized, will result in periods of unexcused absence. You are required to complete and return the enclosed endorsement within 15 days
5. Absence without leave may be the basis for punitive action, nonjudicial punishment, or adverse administrative action against you. You are ordered to attend the next training assembly for this unit on \_\_\_\_\_. Reporting time is 0730 for all drills.
6. Continued misconduct or Absence Without Leave may result in an adverse administrative discharge that may have an impact on your future, or result in substantial prejudice in civilian life.
7. I hope that as a result of this letter you will take immediate steps to improve your attendance.

Encls

1. 1st End
2. Return envelope

STEVE L MARTINELLI  
CPT, OD, CAARNG  
Commanding

**Appendix A 118th AWOL Abatement SOP**

**AWOL Letter**

          (Soldier's rank/name)          (HHD-CDR/          ) (630) 1st End

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FOR Commander, HHD STARC, PO Box 269101, 9800 Goethe Road, Sacramento, CA 95826-9101

I have received your notification letter. The reason(s) for my absence is/are:

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Soldier's Signature

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Telephone Number

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Date